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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)

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**November 7, 2014**

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**ACCOUNTANT IV—(Shelby County—KY Correctional Institution for Women)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

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**ADMINISTRATIVE SECRETARY—(Morgan County—Eastern KY Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

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**ADMINISTRATIVE SPECIALIST III—(Franklin County—Division of Parole & Victim Services)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

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**CLASSIFICATION & TREATMENT OFFICER I—(Bell County—Bell County Forestry Camp)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

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**CORRECTIONAL FARM CREW LEADER— TWO Positions—( Oldham County—Roederer Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS:** High school graduate. Must have one year of agricultural experience. Additional education or training in agriculture will substitute for the experience on a year for year basis. Must be 21 years of age.

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**CORRECTIONAL SERGEANT— (Oldham County—KY State Reformatory) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONS EDUCATION SPECIALIST I—(Oldham County- Luther Luckett Correctional Complex) Grade 12—(\$2427.44 - \$3215.72) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education (academic or voc.) An associate degree with 3 years of trade-related experience will sub for the bachelor's degree.

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(continued)**

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November 7, 2014

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**ELECTRICIAN LICENSED COORDINATOR-(Oldham County-KY State Reformatory)**

Grade 11- \$2206.92 - \$2923.38 **MINIMUM REQUIREMENTS:** : Must have one year of experience as an electrician assistant or a licensed electrician in addition to the experience required for licensure. Must be licensed as a Master Electrician or as an Electrician by the Kentucky Department of Housing, Buildings and Construction.

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**INTERNAL AFFAIRS INVESTIGATOR SUPERVISOR-(Franklin County-Central Office)**

GRADE:15 (\$3230.84 - \$4280.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have five years of professional experience in law enforcement, criminal or civil investigation or in providing direct services to families and/or children. A master's degree will substitute for the required experience on a year-for-year basis. Administrative, research, law enforcement, investigative or in providing direct services to families and/or children experience will substitute for the required college on a year-for-year basis.

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**OFFICE COORDINATOR-(Boyd County-Probation & Parole)-Grade 10-(\$2006.08 - \$2657.70) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of business or administrative experience. Additional admin, business or clerical experience will substitute for the required education on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Franklin County -Division of Personnel) Grade 8-(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PLUMBER LICENSED SUPERVISOR-(Boyle County-Northpoint Training Center)**

Grade 12-(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

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**PROBATION AND PAROLE OFFICER- (Jefferson County-Probation & Parole) -**

**GRADE: 12 - (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- (Whitley County-Probation & Parole) - GRADE:**

**12 - (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PSYCHOLOGIST LICENSED PROGRAM ADMINISTRATOR-(Shelby County-KY Correctional Institution for Women)-Grade 18-(\$4161.80 - \$5513.30) MINIMUM**

**REQUIREMENTS:** Must have four years of experience as a Licensed Psychologist or its equivalent as determined by the Kentucky Board of Examiners of Psychology. Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

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(continued)**

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**SAFETY SPECIALIST—(Lyon County—Kentucky State Penitentiary)—** Grade 11— (\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of experience in safety operations and/or inspection. Additional administrative, safety operations and/or inspection experience will substitute for the required college on a year-for-year basis.

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**SYSTEMS CONSULTANT IT— (Franklin County – Central Office/IT Branch) –** Grade 17 (\$3908.94 - \$5178.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have four years professional experience in computer programming and/or systems analysis. Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. A master's degree in computer science will substitute for one year of the required experience. Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis. Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year-for-year basis.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –**Grade 9-(\$1,823.90 - \$2,416.22)

**MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**